

MOS 3432, DISBURSING TECHNICIAN

DUTY AREA 01 - ADMINISTRATIVE FUNCTIONS

TASK: 3432.01.01 MAINTAIN CORRESPONDENCE FILES AND DIRECTIVES

CONDITION(S): Given file folders, labels, list of applicable standard subject identifier codes (SSIC), correspondence, reports, messages, and records to be maintained, and the references.

STANDARD(S): To provide for storage and retrieval of information per the references.

PERFORMANCE STEPS:

1. Establish file folders by SSIC sequence.
2. Maintain correspondence files by calendar year.
3. File messages in date time group sequence.
4. File correspondence reports and records in appropriate file folders.
5. Annotate files.
6. Close out and retain expired files.
7. Destroy or forward expired files for archive.
8. Maintain historical data files.

REFERENCE(S):

1. MCO 5210.11, Records Management Program
2. MCO P5215.17, The USMC Technical Publications System
3. SECNAVINST 5210.11, DoN Standard Subject Identification Codes
4. SECNAVINST P5216.5, DON Correspondence Manual

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (1) Req By (Pvt)

TASK: 3432.01.02 UTILIZE PERSONAL COMPUTER (PC) AND MARINE CORPS
STANDARD SOFTWARE

CONDITION(S): Given a personal computer, software applications, and the
references.

STANDARD(S): To perform required operations per the references.

PERFORMANCE STEPS:

1. Boot up the PC.

Appendix E to

ENCLOSURE (6)

6-E-1

MCO 1510.75B

05 APR 99

2. Operate Marine Corps standard spreadsheet application.
3. Operate Marine Corps standard data base application.
4. Operate Marine Corps standard word processing application.
5. Operate Marine Corps standard financial management software.
6. Save work as applicable.
7. Close application.

REFERENCE(S):

1. PC manufacturer's operating instructions
2. Software manufacturer's operating instructions

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (Pvt)

TASK: 3432.01.03 OPERATE THE MARINE CORPS DATA NETWORK (MCDN)

CONDITION(S): Given the requirement to verify, extract, modify MCTFS records, an on-line terminal with user's ID and password, and the reference.

STANDARD(S): To meet standards of accuracy per the reference.

PERFORMANCE STEPS:

1. Access the MCDN system using accessor ID (ACID) and password.
2. Select the specific system menu for the desired application.
3. Select the required screen using the member's date elements or remark descriptions.
4. Perform the required application.
5. Exit the MCDN system.

REFERENCE(S):

1. DFAS-KC 7220.31-R, Marine Corps Total Force System (MCTFS) Automated Pay System Manual
2. MCO P1080.40, Marine Corps Total Force System (MCTFS) Personnel Records Information Manual (PRIM)

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12) Req By (Pvt)

Appendix E to

ENCLOSURE (6)

6-E-2

1510.75B

MCO

05

APR 99

DUTY AREA 02 - PAY FUNCTIONS

TASK: 3432.02.01 PREPARE AN ON-LINE DIARY (OLD)

CONDITION(S): Given access to a personal computer, user ID, password, Electronic Signature (ELSIG)/SEED, supporting/substantiating ("S") documents, and the references.

STANDARD(S): To meet standards of accuracy for the MCTFS per the references.

PERFORMANCE STEPS:

1. Access the OLD system using the accessor IC (ACID), password, and ELSIG/SEED.
2. Select the desired option from the menu.
3. Properly format the diary using the correct transaction codes.
4. Exit the OLD system.
5. Deliver the diary and "S" documents to the auditor for review.
6. Correct discrepancies.

REFERENCE(S):

1. DFAS-KC 7220.31-R, Marine Corps Total Force System (MCTFS) Automated Pay

System Manual

2. MCO P4650.37, Marine Corps Travel Instructions Manual (MCTIM)

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req
By (Pvt)

TASK: 3432.02.02 PROCESS MILITARY DISBURSING DOCUMENTS

CONDITION(S): Given military disbursing documents, access to Marine
Corps Data Network
(MCDN), calculator, and the references.

STANDARD(S): To meet standards of accuracy for the MCTFS per the
references.

PERFORMANCE STEPS:

1. Receive and review the military disbursing documents to
determine the required
action.
2. Process the documents and take appropriate action.
3. Submit the documents to the auditor for review.

REFERENCE(S):

1. DFAS-KC 7220.31-R, Marine Corps Total Force System (MCTFS)
Automated Pay
System Manual

Appendix E to

ENCLOSURE (6)

05 APR 99

2. DOD FMR, VOL. 7, Military Pay Policy and Procedures

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (6) Req By (Pvt)

TASK: 3432.02.03 AUDIT AN ON-LINE DIARY (OLD)

CONDITION(S): Given a hard copy diary or access to Marine Corps Data Network (MCDN), supporting/substantiating ("S") documents, and the references.

STANDARD(S): To meet standards of accuracy per the references prior to submission for certification.

PERFORMANCE STEPS:

1. Receive the hard copy and "S" documents from the preparer or access the MCDN.
2. Compare the diary against the "S" documents.
3. Ensure discrepancies are corrected.
4. Submit the diary and "S" documents to the certifying officer for certification.

REFERENCE(S):

1. DFAS-KC 7220.31-R, Marine Corps Total Force System (MCTFS) Automated Pay System Manual
2. MCO P4650.37, Marine Corps Travel Instructions Manual (MCTIM)

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (6) Req By (SSgt)

TASK: 3432.02.04 AUDIT MILITARY DISBURSING DOCUMENTS

CONDITION(S): Given military disbursing documents, access to Marine Corps Data Network

(MCDN), calculator, and the references.

STANDARD(S): To meet standards of accuracy per the references prior to submission for certification.

PERFORMANCE STEPS:

1. Receive the documents and a hard copy of the MCTFS screen or access to MCDN.
2. Review the documents to ensure correct action has been taken.
3. Ensure discrepancies are corrected.
4. Process the documents.
5. Submit the documents to the certifying officer for certification

Appendix E to

ENCLOSURE (6)

6-E-4

MCO 1510.75B

05 APR 99

REFERENCE(S):

1. DFAS-KC 7220.31-R, Marine Corps Total Force System (MCTFS)
Automated Pay
System Manual

2. DOD FMR, VOL. 7, Military Pay Policy and Procedures

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (6) Req By (SSgt)

TASK: 3432.02.05 PROCESS A PAY MANAGEMENT REPORT

CONDITION(S): Given a pay management report, supporting/substantiating ("S") documents, calculator, and the references.

STANDARD(S): To meet standards of accuracy per the references.

PERFORMANCE STEPS:

1. Receive the pay management report from the auditor.
2. Review the report to determine required actions for the following:
 - a. On-line diary reports (Automatic Direction Finder (ADF), ICR, MECF, etc.)
 - b. System exception report
3. Annotate the report with the corrective action taken.
4. Submit the report to the auditor for review.

REFERENCE(S):

1. DFAS-KC 7220.31-R, Marine Corps Total Force System (MCTFS) Automated Pay System Manual
2. DOD FMR, VOL. 7, Military Pay Policy and Procedures

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req By (Pvt)

TASK: 3432.02.06 COMPUTE ADJUSTMENTS TO PAY AND ALLOWANCES

CONDITION(S): Given the requirement to compute adjustments to pay and allowances, supporting/substantiating ("S") documents, calculator, and the

references.

STANDARD(S): To meet standards of accuracy per the references.

PERFORMANCE STEPS:

1. Receive the "S" documents from the administration office (S-1), DFAS, or other agencies.

Appendix E to

ENCLOSURE (6)

6-E-5

MCO 1510.75B

05 APR 99

2. Compute adjustments for basic pay, special pay, incentive pay, and/or allowances.

3. Properly annotate the "S" documents.

4. Submit the "S" documents to the auditor for review.

REFERENCE(S):

1. JTR/JFTR
2. DFAS-KC 7220.31-R, Marine Corps Total Force System (MCTFS) Automated Pay System Manual
3. DOD FMR, VOL. 7, Military Pay Policy and Procedures

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req
By (Pvt)

TASK: 3432.02.07 COMPUTE SPECIAL PAYMENTS

CONDITION(S): Given a request for a special payment from the commanding officer, supporting/substantiating ("S") documents, member's Leave and Earning Statement (LES), calculator, access to the Marine Corps Data Network (MCDN), and the references.

STANDARD(S): To meet standards of accuracy per the references.

PERFORMANCE STEPS:

1. Determine and compute entitlements, as required, for the following:

a. Transient/transfer payments

b. C.O. directed payments

c. Reenlistment bonuses

d. Lump sum leave (LSL)

e. Advanced pay and allowances

f. Death gratuities

g. Reaccession

h. Advanced Basic Allowance for Quarters (BAQ) and Variable Housing Allowance (VHA)

2. Properly annotate the "S" documents with the action taken.

3. Submit the "S" documents to the auditor for review.

4. Add the special payment to the daily special payroll, as required.

Appendix E to

ENCLOSURE (6)

6-E-6

MCO 1510.75B

05 APR 99

REFERENCE(S):

1. DFAS-KC 7220.31-R, Marine Corps Total Force System (MCTFS)
Automated Pay
System Manual

2. DOD FMR, VOL. 7, Military Pay Policy and Procedures

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req
By (Pvt)

TASK: 3432.02.08 PROCESS ALLOTMENTS OF PAY

CONDITION(S): Given a request for an allotment of pay,
supporting/substantiating ("S")
documents, calculator, and the references.

STANDARD(S): To meet standards of accuracy per the references.

PERFORMANCE STEPS:

1. Receive the request for allotment of pay from the commanding
officer.

2. Review the availability of pay for allotment.

3. Submit the documentation to the auditor for review.

REFERENCE(S):

1. DOD FMR, VOL. 7, Military Pay Policy and Procedures

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (6) Req By (Pvt)

TASK: 3432.02.09 COMPUTE DEDUCTIONS AND COLLECTIONS OF PAY

CONDITION(S): Given the requirement to compute a deduction and/or collection of pay, supporting/substantiating ("S") documents, calculator, and the references.

STANDARD(S): To meet standards of accuracy per the references.

PERFORMANCE STEPS:

1. Receive the "S" documents from the commanding officer, DFAS, or other agencies.

2. Determine and compute deductions and/or collections, as required, for the following:

a. FITW (Federal Income Tax Withholding)

b. FICA (Federal Insurance Contributions Act)/Medicare.

c. SITW (State Income Tax Withholding)

d. SGLI (Servicemen's Group Life Insurance)

Appendix E to

ENCLOSURE (6)

MCO 1510.75B

05 APR 99

e. Non-judicial punishment/Courts martial (NJP/CM)

f. Retirement home

g. Dental plan

h. MGIB (Montgomery G.I. Bill)

3. Properly annotate the "S" documents.

4. Submit the "S" documents and computations to the auditor for review.

REFERENCE(S):

1. Manual for Courts-Martial

2. DFAS-KC 7220.31-R, Marine Corps Total Force System (MCTFS)
Automated Pay
System Manual

3. DOD FMR, VOL. 7, Military Pay Policy and Procedures

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req
By (Pvt)

TASK: 3432.02.10 PREPARE A SPECIAL/SPLIT PAYROLL

CONDITION(S): Given the requirement to prepare a special/split payroll,
supporting/substantiating ("S") documents, calculator, VEF 1200
extract, and the
references.

STANDARD(S): To meet standards of accuracy per the references.

PERFORMANCE STEPS:

1. Prepare the special/split payroll/MPV utilizing the "S" documents.
2. Submit the payroll to the auditor for review.

REFERENCE(S):

1. DFAS-KC 7220.31-R, Marine Corps Total Force System (MCTFS) Automated Pay System Manual
2. MCO P1080.40, Marine Corps Total Force System (MCTFS) Personnel Records Information Manual (PRIM)

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req By (Pvt)

TASK: 3432.02.11 PROCESS A DECENTRALIZED (ROUGH) REGULAR PAYROLL

CONDITION(S): Given a decentralized (rough) regular payroll, direct deposit listing, suspect payment listing, access to the MCTFS, calculator, and the references.

Appendix E to

ENCLOSURE (6)

6-E-8

MCO 1510.75B

05 APR 99

STANDARD(S): To meet standards of accuracy per the references.

PERFORMANCE STEPS:

1. Review the Support Payment Listing and NAVMC Forms 11116 for appropriate action.
2. Compute payments for adds and changes to the payroll.
3. Process adds, changes, and deletes to the payroll.
4. Submit the payroll to the auditor for review.

REFERENCE(S):

1. DFAS-KC 7220.31-R, Marine Corps Total Force System (MCTFS) Automated Pay System Manual

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req
By (Pvt)

TASK: 3432.02.12 PROCESS A CENTRALIZED REGULAR PAYROLL

CONDITION(S): Given a centralized payroll, direct deposit listing, suspect payment listing (SPL), U.S. Treasury checks, access to the MCTFS, calculator, and the references.

STANDARD(S): To meet standards of accuracy per the references.

PERFORMANCE STEPS:

1. Review the Support Payment Listing and NAVMC Forms 11116 [Miscellaneous Military Pay Order/Special Payment Authorization] for appropriate action.
2. Pull checks for all transfers.
3. Return undeliverable checks to the auditor.
4. Compute special payment for all joinees.

5. Add joinees to the daily special payroll.

6. Submit the payroll to the auditor for review.

REFERENCE(S):

1. DFAS-KC 7220.31-R, Marine Corps Total Force System (MCTFS)
Automated Pay
System Manual

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req
By (Pvt)

TASK: 3432.02.13 ADJUST LEAVE ENTITLEMENTS

Appendix E to

ENCLOSURE (6)

6-E-9

MCO 1510.75B

05 APR 99

CONDITION(S): Given the requirement to adjust leave entitlements,
supporting/substantiating ("S") documents, access to the Marine Corps
Data Network,
(MCDN) calculator, and the references.

STANDARD(S): To meet standards of accuracy per the references.

PERFORMANCE STEPS:

1. Receive the "S" documents from the commanding officer, DFAS, or
MCTFS.

2. Review MCDN to determine required action.

3. Compute adjustments for leave balance, lump sum leave, and/or excess leave.

4. Properly annotate the "S" documents with the corrective action to be taken.

5. Submit the "S" documents to the auditor for review.

REFERENCE(S):

1. DFAS-KC 7220.31-R, Marine Corps Total Force System (MCTFS)
Automated Pay
System Manual

2. DOD FMR, VOL. 7, Military Pay Policy and Procedures

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req
By (Pvt)

TASK: 3432.02.14 PREPARE NOTIFICATION AND/OR WAIVER OF INDEBTEDNESS

CONDITION(S): Given a member in an overpaid status,
supporting/substantiating ("S")
documents, member's Leave and Earning Statement (LES), calculator,
local forms, and the
references.

STANDARD(S): To meet standards of accuracy per the references.

PERFORMANCE STEPS:

1. Compute amount of indebtedness.

2. Submit the local forms to the auditor for review.

3. Prepare for a waiver of indebtedness, as required.

a. Prepare the disbursing officer endorsement.

b. Suspend liquidation of indebtedness.

4. Submit the waiver to the auditor for review.

REFERENCE(S):

Appendix E to

ENCLOSURE (6)

6-E-10

MCO 1510.75B

05 APR 99

1. DFAS-KC 7220.31-R, Marine Corps Total Force System (MCTFS) Automated Pay System Manual

2. DOD FMR, VOL. 7, Military Pay Policy and Procedures

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (Pvt)

TASK: 3432.02.15 PREPARE A SEPARATION/RETIREMENT DOCUMENT

CONDITION(S): Given a member separating or retiring from active duty,

supporting/substantiating ("S") documents, Marine Corps Automated Separation Sheet Process (MCASSP), access to the Marine Corps Data Network (MCDN), calculator, and the references.

STANDARD(S): To meet standards of accuracy per the references.

PERFORMANCE STEPS:

1. Receive the "S" documents from external agencies.
2. Compute discharge account summary sheet using the MCASSP.

3. Stop allotments, as applicable.
4. Submit final port of embarkation (POE), as applicable.
5. Properly annotate the "S" documents with the action taken.
6. Return the "S" documents to the commanding officer for corrective action, as required.
7. Submit the "S" documents to the auditor for review.

REFERENCE(S):

1. DFAS-KC 7220.31-R, Marine Corps Total Force System (MCTFS) Automated Pay System Manual
2. DOD FMR, VOL. 7, Military Pay Policy and Procedures
3. MCO P1900.16, USMC Separations Manual

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req
By (Pvt)

TASK: 3432.02.16 AUDIT A PAY MANAGEMENT REPORT

CONDITION(S): Given a processed pay management report, supporting/substantiating ("S") documents, calculator, and the references.

STANDARD(S): To meet standards of accuracy per the references prior to submission for certification.

to
(6)

Appendix E
ENCLOSURE

MCO 1510.75B

05 APR 99

PERFORMANCE STEPS:

1. Receive the pay management report from the pay clerk.
2. Review the report to ensure the accuracy of the following:
 - a. On-line diary reports (Automatic Direction Finder (ADF), ICR, MECF, etc.)
 - b. System exception report.
3. Ensure discrepancies are corrected.
4. Submit the report to the certifying officer for certification.

REFERENCE(S):

1. DFAS-KC 7220.31-R, Marine Corps Total Force System (MCTFS) Automated Pay System Manual
2. DOD FMR, VOL. 7, Military Pay Policy and Procedures

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req By (SSgt)

TASK: 3432.02.17 AUDIT ADJUSTMENTS TO PAY AND ALLOWANCES

CONDITION(S): Given adjustment to pay and allowances computations,

supporting/substantiating ("S") documents, calculator, and the references.

STANDARD(S): To meet standards of accuracy per the references prior to submission for certification.

PERFORMANCE STEPS:

1. Receive the "S" documents and computations from the pay clerk.
2. Audit adjustments for basic pay, special pay, incentive pay, and/or allowances.
3. Audit the "S" documents.
4. Ensure discrepancies are corrected.
5. Submit the "S" documents to the certifying officer for certification.

REFERENCE(S):

1. JTR/JFTR
2. DFAS-KC 7220.31-R, Marine Corps Total Force System (MCTFS) Automated Pay System Manual
3. DOD FMR, VOL. 7, Military Pay Policy and Procedures

Appendix E to

ENCLOSURE (6)

6-E-12

MCO 1510.75B

05 APR 99

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req
By (SSgt)

TASK: 3432.02.18 AUDIT SPECIAL PAYMENTS

CONDITION(S): Given special payment computations, supporting/substantiating ("S") documents, member's LES [Leave and Earnings Statement], calculator, access to the Marine Corps Data Network (MCDN), and the references.

STANDARD(S): To meet standards of accuracy per the references prior to payment.

PERFORMANCE STEPS:

1. Receive the "S" documents and computations from the pay clerk.
2. Audit computed entitlements for the following:
 - a. Transient/transfer payments
 - b. C.O. directed payments
 - c. Reenlistment bonuses
 - d. Lump sum leave (LSL)
 - e. Advanced pay and allowances
 - f. Death gratuities
 - g. Reaccession
 - h. Advanced Basic Allowance for Quarters (BAQ) and Variable Housing Allowance (VHA)

3. Verify the "S" documents.

4. Return the "S" documents to the pay clerk to include on special payroll.

REFERENCE(S):

1. DFAS-KC 7220.31-R, Marine Corps Total Force System (MCTFS)
Automated Pay
System Manual

2. DOD FMR, VOL. 7, Military Pay Policy and Procedures

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req
By (SSgt)

TASK: 3432.02.19 AUDIT ALLOTMENTS OF PAY

CONDITION(S): Given a processed bond and allotment (B&A) authorization,
supporting/substantiating ("S") documents, calculator, and the
references.

Appendix E to

ENCLOSURE (6)

6-E-13

MCO 1510.75B

05 APR 99

STANDARD(S): To meet standards of accuracy per the references prior to
submission for
certification.

PERFORMANCE STEPS:

1. Receive the processed B&A and "S" documents from the pay clerk.

2. Review availability of pay for allotment.

3. Ensure discrepancies are corrected.

4. Submit the B&A and "S" documents to the certifying officer for certification.

REFERENCE(S):

1. DOD FMR, VOL. 7, Military Pay Policy and Procedures

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By
(SSgt)

TASK: 3432.02.20 AUDIT DEDUCTIONS AND COLLECTIONS OF PAY

CONDITION(S): Given deduction and/or collection of pay computations, supporting/substantiating ("S") documents, calculator, and the references.

STANDARD(S): To meet standards of accuracy per the references prior to submission for certification.

PERFORMANCE STEPS:

1. Receive the "S" documents and computations from the pay clerk.

2. Audit deduction and/or collection of pay computations, as required, for the following:

a. FITW (Federal Income Tax Withholding)

b. FICA (Federal Insurance Contributions Act)/Medicare

c. SITW (State Income Tax Withholding)

d. SGLI (Servicemens Group Life Insurance)

- e. Non-judicial punishment/Courts martial (NJP/CM)
 - f. Retirement home
 - g. Dental plan
 - h. MGIB (Montgomery G.I. Bill)
- 3. Verify the "S" documents.
 - 4. Ensure discrepancies are corrected.

Appendix E to
ENCLOSURE (6)

6-E-14

MCO 1510.75B

05 APR 99

5. Submit the "S" documents to the certifying officer for certification.

REFERENCE(S):

- 1. Manual for Courts-Martial
- 2. DFAS-KC 7220.31-R, Marine Corps Total Force System (MCTFS) Automated Pay System Manual
- 3. DOD FMR, VOL. 7, Military Pay Policy and Procedures

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req
By (SSgt)

TASK: 3432.02.21 AUDIT A SPECIAL PAYROLL

CONDITION(S): Given a prepared special payroll,
supporting/substantiating ("S")
documents, calculator, and the references.

STANDARD(S): To meet standards of accuracy per the references prior to
submission for
payment.

PERFORMANCE STEPS:

1. Receive the "S" documents and prepared payroll from the pay clerk.
2. Verify the payroll data utilizing the "S" documents, unit diaries, and member's "T" force data when available.
3. Ensure discrepancies are corrected.
4. Authorize payment on special/split payroll.
5. Submit the payroll to the pay officer for payment.

REFERENCE(S):

1. DFAS-KC 7220.31-R, Marine Corps Total Force System (MCTFS) Automated Pay System Manual
2. MCO P1080.40, Marine Corps Total Force System (MCTFS) Personnel Records Information Manual (PRIM)

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By
(SSgt)

TASK: 3432.02.22 AUDIT A DECENTRALIZED (ROUGH) REGULAR PAYROLL

CONDITION(S): Given a decentralized (ROUGH) regular payroll, direct deposit listing, suspect payment listing (SPL), Leave and Earnings Statements, access to the Marine Corps Data Network (MCDN), calculator, and the references.

Appendix E to

ENCLOSURE (6)

6-E-15

MCO 1510.75B

05 APR 99

STANDARD(S): To meet standards of accuracy per the references prior to submission for certification.

PERFORMANCE STEPS:

1. Forward the ROUGH payroll, SPL, NAVMC Forms 11116 [Miscellaneous Military Pay Order/Special Payment Authorization], and other documentation to the pay clerk for appropriate action.
2. Audit computations received from the pay clerk for adds, changes, and deletes to the payroll.
3. Ensure that discrepancies are corrected.
4. Submit the payroll to the certifying officer for certification.

REFERENCE(S):

1. DFAS-KC 7220.31-R, Marine Corps Total Force System (MCTFS)
Automated Pay
System Manual

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By
(SSgt)

TASK: 3432.02.23 AUDIT A CENTRALIZED REGULAR PAYROLL

CONDITION(S): Given a centralized regular payroll, direct deposit
listing, suspect
payment listing (SPL), U.S. Treasury checks, Leave and Earning
Statements (LESS), access
to the MCTFS, calculator, and the references.

STANDARD(S): To meet standards of accuracy per the references.

PERFORMANCE STEPS:

1. Forward the payroll, SPL, NAVMC Forms 11116 [Miscellaneous
Military Pay
Order/Special Payment Authorization], treasury checks, and other
documents to
the pay clerk for appropriate action.

2. Receive and validate undeliverable checks.

3. Ensure undeliverable checks are cancelled.

4. Ensure special payments are made.

REFERENCE(S):

1. DFAS-KC 7220.31-R, Marine Corps Total Force System (MCTFS)
Automated Pay
System Manual

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By
(SSgt)

TASK: 3432.02.24 AUDIT LEAVE ENTITLEMENTS

Appendix E to

ENCLOSURE (6)

6-E-16

MCO 1510.75B

05 APR 99

CONDITION(S): Given adjustment to leave entitlement computations, supporting/substantiating ("S") documents, access to the Marine Corps Data Network (MCDN), calculator, and the references.

STANDARD(S): To meet standards of accuracy per the references prior to submission for certification.

PERFORMANCE STEPS:

1. Audit the "S" documents and adjustments for leave balance, lump sum leave, and/or excess leave computations from the pay clerk.
2. Ensure discrepancies are corrected.
3. Submit the "S" documents and computations to the certifying officer for certification.

REFERENCE(S):

1. DFAS-KC 7220.31-R, Marine Corps Total Force System (MCTFS) Automated Pay System Manual
2. DOD FMR, VOL. 7, Military Pay Policy and Procedures

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By
(SSgt)

TASK: 3432.02.25 AUDIT NOTIFICATION AND/OR WAIVER OF INDEBTEDNESS

CONDITION(S): Given a prepared notification and/or waiver of indebtedness, supporting/substantiating ("S") documents, member's Leave and Earnings Statement (LES), calculator, and the references.

STANDARD(S): To meet standards of accuracy per the references prior to submission for certification.

PERFORMANCE STEPS:

1. Audit indebtedness computations.
2. Audit the notification of indebtedness (LES).
3. Ensure discrepancies are corrected.
4. Audit the waiver of indebtedness.
5. Ensure the servicing finance/disbursing officer endorsement is properly prepared.
6. Ensure liquidation of indebtedness is suspended.
7. Submit the waiver to the servicing finance/disbursing officer for signature.

Appendix E to

ENCLOSURE (6)

MCO 1510.75B

05 APR 99

REFERENCE(S):

1. DFAS-KC 7220.31-R, Marine Corps Total Force System (MCTFS)
Automated Pay
System Manual

2. DOD FMR, VOL. 7, Military Pay Policy and Procedures

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req
By (SSgt)

TASK: 3432.02.26 AUDIT A SEPARATION/RETIREMENT DOCUMENT

CONDITION(S): Given a prepared separation/retirement document,
supporting/substantiating ("S") documents, access to the Marine Corps
Automated
Settlement Sheet Process (MCASSP) and the Marine Corps Data Network
(MCDN), calculator,
and the references.

STANDARD(S): To meet standards of accuracy per the references prior to
submission for
certification.

PERFORMANCE STEPS:

1. Audit the discharge account summary sheet computations paying
special attention
to Clothing Replacement Allowance (CRA), severance/separation
payment,
recoupment, and excess leave checkages.

2. Ensure allotments are stopped, as applicable.

3. Ensure final Port of Embarkation (POE) is submitted, as
applicable.

4. Ensure discrepancies are corrected.

5. Submit the "S" documents to the certifying officer for certification.

6. Ensure all payments have been deducted.

7. Ensure all leave periods have been accounted for or reported.

REFERENCE(S):

1. DFAS-KC 7220.31-R, Marine Corps Total Force System (MCTFS)
Automated Pay
System Manual

2. DOD FMR, VOL. 7, Military Pay Policy and Procedures

3. MCO P1900.16, USMC Separations Manual

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req
By (SSgt)

Appendix E to

ENCLOSURE (6)

6-E-18

MCO 1510.75B

05 APR 99

DUTY AREA 03 - TRAVEL FUNCTIONS

TASK: 3432.03.01 COMPUTE TEMPORARY DUTY (TDY) SETTLEMENTS/ADVANCES

CONDITION(S): Given a travel voucher, basic original orders,
endorsements, receipts,

access to Integrated Automated Travel System (IATS), and the references.

STANDARD(S): To meet standards of accuracy per the references prior to release to the auditor for review.

PERFORMANCE STEPS:

1. Ensure receipt of basic original orders, endorsements, receipts, and required copies.
2. Determine and compute allowances payable.
3. Compute advances for nonfrequent travelers or frequent travelers.
4. Complete travel voucher.
5. Endorse basic original orders.
6. Prepare discrepancy notice.
7. Complete MCTFS checkage.
8. Release documents to the auditor for review.

REFERENCE(S):

1. Defense Table of Distances (DTOD)
2. JTR/JFTR
3. DOD FMR, VOL. 9, Travel Policy and Procedures
4. MCO P1000.6, Assignment, Classification, and Travel Systems (ACTS) Manual
5. MCO P4650.37, Marine Corps Travel Instructions Manual (MCTIM)
6. MCO P7301.104, Account Appropriations for Military Personnel USMC

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (4)

Req By (Pvt)

TASK: 3432.03.02 COMPUTE PERMANENT CHANGE OF STATION (PCS)
SETTLEMENTS/ADVANCES

CONDITION(S): Given a travel voucher, basic original orders,
endorsements, receipts,
access to Integrated Automated Travel System (IATS), and the
references.

STANDARD(S): To meet standards of accuracy per the references prior to
release to the
auditor for review.

Appendix E to

ENCLOSURE (6)

6-E-19

MCO 1510.75B

05 APR 99

PERFORMANCE STEPS:

1. Ensure travel voucher is accurate and complete.
2. Ensure receipt of basic original orders, endorsements, receipts,
and required
copies.
3. Determine and compute entitlements.
4. Compute elapsed time.
5. Compute PCS advances to include independent travel/DLA with
NAVMC Form 11115.

6. Prepare discrepancy notice.
7. Complete travel voucher.
8. Endorse basic original orders or certificate in lieu of orders/NAVMC Form 11060.
9. Complete MCTFS checkage.
10. Release documents to the auditor for review.

REFERENCE(S):

1. Defense Table of Distances (DTOD)
2. JTR/JFTR
3. DOD FMR, VOL. 9, Travel Policy and Procedures
4. MCO P1000.6, Assignment, Classification, and Travel Systems (ACTS) Manual
5. MCO P4650.37, Marine Corps Travel Instructions Manual (MCTIM)
6. MCO P7301.104, Account Appropriations for Military Personnel USMC

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (6)
Req By (Pvt)

TASK: 3432.03.03 AUDIT TEMPORARY DUTY (TDY) SETTLEMENTS/ADVANCES

CONDITION(S): Given a travel voucher, basic original orders, endorsements, required copies, receipts, access to Integrated Automated Travel System (IATS), and the references.

STANDARD(S): To meet standards of accuracy per the references prior to release for certification.

PERFORMANCE STEPS:

1. Audit TDY travel advances/settlements and discrepancy notices for accuracy and completeness.

Appendix E to

ENCLOSURE (6)

6-E-20

MCO 1510.75B

05 APR 99

2. Ensure basic original orders are endorsed.

3. Release for certification.

REFERENCE(S):

1. Defense Table of Distances (DTOD)
2. JTR/JFTR
3. DOD FMR, VOL. 9, Travel Policy and Procedures
4. MCO P4650.37, Marine Corps Travel Instructions Manual (MCTIM)

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12)
Req By (SSgt)

TASK: 3432.03.04 AUDIT PERMANENT CHANGE OF STATION (PCS)
SETTLEMENTS/ADVANCES

CONDITION(S): Given a travel voucher, basic original orders, required copies, endorsements, receipts, access to Integrated Automated Travel System (IATS), and the references.

STANDARD(S): To meet standards of accuracy per the references prior to release for certification.

PERFORMANCE STEPS:

1. Audit the travel advances/settlements and discrepancy notices for accuracy and completeness.
2. Ensure basic original orders are endorsed.
3. Release for certification.

REFERENCE(S):

1. Defense Table of Distances (DTOD)
2. JTR/JFTR
3. DOD FMR, VOL. 9, Travel Policy and Procedures
4. MCO P1000.6, Assignment, Classification, and Travel Systems (ACTS) Manual
5. MCO P4650.37, Marine Corps Travel Instructions Manual (MCTIM)

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (2)
Req By (SSgt)

TASK: 3432.03.06 MAINTAIN SEPARATION SUSPENSE FILE

Appendix E to

ENCLOSURE (6)

MCO 1510.75B

05 APR 99

CONDITION(S): Given a NAVMC Form 11060 [Separation/Travel Pay Certificate], travel advance voucher, proper mailing address, and the reference.

STANDARD(S): To support mission requirements per the reference.

PERFORMANCE STEPS:

1. Review documents.
2. Verify date of separation.
3. Forward documents to DFAS under cover letter within allotted time frame.

REFERENCE(S):

1. DOD FMR, VOL. 9, Travel Policy and Procedures
2. MCO P4650.37, Marine Corps Travel Instructions Manual (MCTIM)

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (3) Req By (PFC)

TASK: 3432.03.07 COMPUTE CIVILIAN PERMANENT CHANGE OF STATION (PCS) SETTLEMENTS/ADVANCES

CONDITION(S): Given a DD Form 1351-2 [Travel Voucher], basic original orders, endorsements, receipts, access to Integrated Automated Travel System, and the references.

STANDARD(S): To meet standards of accuracy per the references prior to release to the auditor for review.

PERFORMANCE STEPS:

1. Ensure receipt of basic original orders, endorsements, receipts, and required copies.

2. Determine and compute payable relocation allowances.

3. Determine and compute relocation income tax allowance.

4. Process RITA claims for taxes.

REFERENCE(S):

1. Defense Table of Distances (DTOD)

2. JTR/JFTR

3. DOD FMR, VOL. 9, Travel Policy and Procedures

4. MCO P4650.37, Marine Corps Travel Instructions Manual (MCTIM)

5. MCO P7301.104, Account Appropriations for Military Personnel USMC

Appendix E to

ENCLOSURE (6)

6-E-22

MCO 1510.75B

05 APR 99

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (Sgt)

Appendix E to

Enclosure (6)

MCO 1510.75B
05 APR 99

DUTY AREA 04 - FISCAL FUNCTIONS

TASK: 3432.04.01 PREPARE DAILY STATEMENT OF ACCOUNTABILITY

CONDITION(S): Given a balance sheet, supporting/substantiating ("S") documents, calculator, and the reference.

STANDARD(S): To meet standards of accuracy per the reference prior to submission for audit.

PERFORMANCE STEPS:

1. Ensure all supporting documents are enclosed/available.
2. Prepare daily statement of accountability.
3. Ensure discrepancies are corrected.
4. Submit the daily statement of accountability for audit.

REFERENCE(S):

1. DOD FMR, VOL. 5, Disbursing Policy and Procedures

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (Pvt)

TASK: 3432.04.02 PROCESS EXCHANGE FOR CASH CHECK

CONDITION(S): Given a request for exchange for cash check, pertinent check data, simulated treasury check, typewriter, and the reference.

STANDARD(S): To meet standards of accuracy per the references prior to submission for audit.

PERFORMANCE STEPS:

1. Obtain pertinent data and blank treasury check.
2. Prepare check.
3. Submit for audit and signature.
4. Disburse check.
5. Account for check on daily business.

REFERENCE(S):

1. DOD FMR, VOL. 5, Disbursing Policy and Procedures

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (Pvt)

Appendix E to
ENCLOSURE (6)

6-E-24

MCO 1510.75B

05 APR 99

TASK: 3432.04.03 PROCESS CHECKS FOR DISBURSEMENT

CONDITION(S): Given prepared checks, chain of custody paperwork, NAVMC Form 11119 [Delegation of Authority], armed forces identification card, and the reference.

STANDARD(S): To meet standards of accuracy per the references.

PERFORMANCE STEPS:

1. Verify recipient is authorized to receipt for checks.
2. Verify receipt of individual checks with identification card.
3. Obtain payroll signature of individual receiving checks.

REFERENCE(S):

1. DOD FMR, VOL. 5, Disbursing Policy and Procedures

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (9) Req By (Pvt)

TASK: 3432.04.04 PROCESS DEPOSIT TICKETS

CONDITION(S): Given checks for deposit, deposit tickets, and the reference.

STANDARD(S): To meet standards of accuracy per the reference prior to submission for audit.

PERFORMANCE STEPS:

1. Run two tapes on negotiable instruments.
2. Endorse and date checks.
3. Type deposit tickets.

REFERENCE(S):

1. DOD FMR, VOL. 5, Disbursing Policy and Procedures

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (6) Req By (Pvt)

TASK: 3432.04.05 PREPARE CHECKS

CONDITION(S): Given source documents, blank checks, FMF-End User Computer Equipment (EUCE), typewriter or personal computer, and the reference.

STANDARD(S): To meet standards of accuracy per the reference prior to submission for signature.

Appendix E to

ENCLOSURE (6)

6-E-25

MCO 1510.75B
05 APR 99

PERFORMANCE STEPS:

1. Print checks.
2. Print check abstracts and supporting documentation.
3. Audit check against source document.
4. Obtain signature.
5. Distribute documentation.

REFERENCE(S):

1. DOD FMR, VOL. 5, Disbursing Policy and Procedures

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (6) Req By (Pvt)

TASK: 3432.04.06 PREPARE COLLECTION VOUCHERS

CONDITION(S): Given source documents, typewriter or personal computer, and the reference.

STANDARD(S): To meet standards of accuracy per the references.

PERFORMANCE STEPS:

1. Complete appropriate form.
2. Verify appropriate data balances.
3. Submit for audit.

REFERENCE(S):

1. DOD FMR, VOL. 5, Disbursing Policy and Procedures

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (2) Req By (Pvt)

TASK: 3432.04.07 PREPARE STANDARD FORM (SF) 1080

CONDITION(S): Given an SF 1080 [Voucher for Transfers Between Appropriations and/or Funds] and the reference.

STANDARD(S): To meet standards of accuracy per the references.

PERFORMANCE STEPS:

1. Determine the appropriation data to be changed or credited.
2. Prepare the SF 1080.

Appendix E to
ENCLOSURE (6)

1510.75B

MCO

99

05 APR

3. Submit the SF 1080 for audit.
4. Correct discrepancies.
5. Distribute SF 1080.

REFERENCE(S):

1. DOD FMR, VOL. 5, Disbursing Policy and Procedures

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (6) Req By (Pvt)

TASK: 3432.04.08 PROCESS DISBURSING VOUCHER INTO AUTOMATED SYSTEM

CONDITION(S): Given source documents, access to Standard Accounting, Budgeting, and Reporting System (SABRS), and the reference.

STANDARD(S): To meet standards of accuracy per the references.

PERFORMANCE STEPS:

1. Access SABRS Expenditure and Collection (E&C) database.
2. Input source data.
3. Verify data input for errors.
4. Correct discrepancies.

5. Submit for audit.

REFERENCE(S): (NONE)

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (9) Req By (Pvt)

TASK: 3432.04.09 PREPARE FINANCIAL RETURNS

CONDITION(S): Given financial returns and the reference.

STANDARD(S): To meet standards of accuracy per the references.

PERFORMANCE STEPS:

1. Review and sort vouchers.
2. Compare and balance appropriate totals and payment amounts.
3. Assemble all financial returns.
4. Submit to the auditor for review.
5. Submit to appropriate activity.

Appendix E to

ENCLOSURE (6)

6-E-27

MCO 1510.75B
05 APR 99

6. Transmit all financial returns.

REFERENCE(S):

1. DOD FMR, VOL. 5, Disbursing Policy and Procedures

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (Pvt)

TASK: 3432.04.10 CALCULATE PAYMENT FOR PURCHASE OF EQUIPMENT,
MATERIALS, SUPPLIES, AND
SERVICES OTHER THAN PERSONAL

CONDITION(S): Given a vendor's bill, calculator, valid contract,
receiving endorsement,
invoice, and the reference.

STANDARD(S): To meet standards of accuracy per the references.

PERFORMANCE STEPS:

1. Review appropriate documents.
2. Calculate payments.
3. Submit to the auditor for review.

REFERENCE(S):

1. DOD FMR, VOL. 5, Disbursing Policy and Procedures

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (9) Req By (Pvt)

TASK: 3432.04.11 PREPARE DISBURSING VOUCHER LOGS

CONDITION(S): Given source documents, blank log book, and the
reference.

STANDARD(S): To meet standards of accuracy per the references.

PERFORMANCE STEPS:

1. Input Disbursing Officer's voucher (DOV) numbers into the log
book.
2. Assign DOV number to respective vouchers.

3. Input assigned vouchers data to corresponding number.

REFERENCE(S):

1. DOD FMR, VOL. 5, Disbursing Policy and Procedures

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (2) Req By (Pvt)

TASK: 3432.04.12 AUDIT COLLECTION VOUCHERS

Appendix E to
ENCLOSURE (6)

6-E-28

MCO 1510.75B

05 APR 99

CONDITION(S): Given DD Forms 1131 [Cash Collection Vouchers] and the references.

STANDARD(S): To meet standards of accuracy per the references prior to submission for certification.

PERFORMANCE STEPS:

1. Audit the DD Form 1131.
2. Ensure discrepancies are corrected.
3. Submit the collection vouchers to the certifying officer for certification.

REFERENCE(S):

1. DFAS-KC 7220.31-R, Marine Corps Total Force System (MCTFS) Automated Pay

System Manual

2. DOD FMR, VOL. 5, Disbursing Policy and Procedures

3. MCO P4650.37, Marine Corps Travel Instructions Manual (MCTIM)

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (4) Req
By (SSgt)

TASK: 3432.04.13 AUDIT DEPOSIT TICKETS

CONDITION(S): Given a deposit ticket and the reference.

STANDARD(S): To meet standards of accuracy per the references prior to
submission for
deposit.

PERFORMANCE STEPS:

1. Ensure negotiable instruments are enclosed.
2. Audit endorsement of checks.
3. Audit record of the checks.
4. Audit amount of the deposit.
5. Audit the deposit ticket and its preparation.
6. Audit the distribution process.
7. Ensure discrepancies are corrected.
8. Submit deposit ticket.

REFERENCE(S):

1. DOD FMR, VOL. 5, Disbursing Policy and Procedures

ENCLOSURE (6)

6-E-29

MCO 1510.75B
05 APR 99

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req
By (SSgt)

TASK: 3432.04.14 MAINTAIN CUSTODY AND CONTROL OF CHECKS

CONDITION(S): Given source documents, abstracts, prepared checks, and
the references.

STANDARD(S): To meet standards of accuracy per the references prior to
submission for
signature.

PERFORMANCE STEPS:

1. Audit checks against source documents.
2. Obtain signature.
3. Submit for review.

REFERENCE(S):

1. DFAS-KC 7220.31-R, Marine Corps Total Force System (MCTFS)
Automated Pay
System Manual
2. DOD FMR, VOL. 5, Disbursing Policy and Procedures

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (2) Req By (SSgt)

TASK: 3432.04.15 AUDIT DAILY STATEMENT OF ACCOUNTABILITY

CONDITION(S): Given a daily statement of accountability, support documents, calculator, and the reference.

STANDARD(S): To meet standards of accuracy per the reference prior to submission for certification.

PERFORMANCE STEPS:

1. Ensure all supporting documents are available/enclosed.
2. Audit data on daily statement of accountability.
3. Ensure discrepancies are corrected.
4. Submit daily statement of accountability to the certifying officer for certification.

REFERENCE(S):

1. DOD FMR, VOL. 5, Disbursing Policy and Procedures

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (6) Req By (SSgt)

Appendix E to
ENCLOSURE (6)

6-E-30

1510.75B

MCO

05

APR 99

TASK: 3432.04.16 AUDIT FINANCIAL RETURNS

CONDITION(S): Given the monthly financial returns and the reference.

STANDARD(S): To meet standards of accuracy per the reference prior to submission for certification.

PERFORMANCE STEPS:

1. Verify all financial returns.
2. Audit distribution process.
3. Ensure discrepancies are corrected.
4. Submit the financial returns to the certifying officer for certification.

REFERENCE(S):

1. DOD FMR, VOL. 5, Disbursing Policy and Procedures

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (6) Req By (SSgt)

TASK: 3432.04.17 AUDIT PUBLIC VOUCHERS

CONDITION(S): Given a vendor's bill, valid contract, receiving endorsement and invoice, calculator, and the reference.

STANDARD(S): To meet standards of accuracy per the reference prior to submission for certification and payment.

PERFORMANCE STEPS:

1. Review appropriate documents.
2. Audit payment computations.

3. Audit payment date.

4. Ensure discrepancies are corrected.

5. Submit the public voucher to the certifying officer for certification.

REFERENCE(S):

1. DOD FMR, VOL. 5, Disbursing Policy and Procedures

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (6) Req
By (SSgt)

TASK: 3432.04.18 AUDIT STANDARD FORM (SF) 1080

Appendix E to

ENCLOSURE (6)

6-E-31

MCO 1510.75B
05 APR 99

CONDITION(S): Given an SF 1080 [Voucher for Transfers Between
Appropriations and/or
Funds] and the reference.

STANDARD(S): To meet standards of accuracy per the reference prior to
submission for
certification.

PERFORMANCE STEPS:

1. Determine the proper appropriation data to be changed.
2. Determine the proper appropriation data to be credited.
3. Audit the SF 1080.
4. Ensure the discrepancies are corrected.
5. Submit the SF 1080 to the certifying officer for certification.
6. Distribute the SF 1080.

REFERENCE(S):

1. DOD FMR, VOL. 5, Disbursing Policy and Procedures

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (3) Req
By (SSgt)

TASK: 3432.04.19 MAINTAIN ON-LINE TREASURY REPORTS

CONDITION(S): Given source documents and the reference.

STANDARD(S): To meet standards of accuracy per the reference.

PERFORMANCE STEPS:

1. Enter all check numbers and amounts into treasury system.
2. Submit monthly total check is issued.
3. Show adjustments to current or prior month(s) issues.

REFERENCE(S):

1. DOD FMR, VOL. 5, Disbursing Policy and Procedures

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (6) Req By (SSgt)

TASK: 3432.04.20 MAINTAIN SUSPENSE ACCOUNTS

CONDITION(S): Given a suspense account report (monthly), source documents, and the reference.

STANDARD(S): To meet standards of accuracy per the reference.

Appendix E to
ENCLOSURE (6)

6-E-32

MCO 1510.75B

05 APR 99

PERFORMANCE STEPS:

1. Review suspense account.
2. Compare suspense account report to source documents.
3. Reconcile items on report for removal.
4. Balance suspense account.

REFERENCE(S):

1. DOD FMR, VOL. 5, Disbursing Policy and Procedures

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (3)
Req By (SSgt)

TASK: 3432.04.21 PROCESS UNAVAILABLE/RECERTIFIED CHECKS

CONDITION(S): Given source documents and the reference.

STANDARD(S): To meet standards of accuracy per the reference.

PERFORMANCE STEPS:

1. Research and verify pertinent data.
2. Submit SF Form 1184 [Unavailable Check Cancellation] to DFAS.
3. Review daily advice of status.
4. Prepare voucher to issue recertified check.
5. Maintain a recertified check register.

REFERENCE(S):

1. DOD FMR, VOL. 5, Disbursing Policy and Procedures

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (9) Req By (Pvt)

TASK: 3432.04.22 AUDIT UNAVAILABLE/RECERTIFIED CHECKS

CONDITION(S): Given source documents and the reference.

STANDARD(S): To meet standards of accuracy per the reference.

PERFORMANCE STEPS:

1. Audit pertinent data.
2. Audit daily advice of status.

Appendix E to

ENCLOSURE (6)

MCO 1510.75B
05 APR 99

3. Approve for payment.
4. Submit to certifying officer for certification.

REFERENCE(S):

1. DOD FMR, VOL. 5, Disbursing Policy and Procedures

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (6)
Req By (SSgt)

TASK: 3432.04.23 PREPARE COMMENCEMENT OF DISBURSING DUTY/AGENT

CONDITION(S): Given source documents, typewriter/personal computer, and the reference.

STANDARD(S): To meet standards of accuracy per the reference.

PERFORMANCE STEPS:

1. Prepare source documents.
2. Obtain signatures.
3. Distribute documents.

REFERENCE(S):

1. DOD FMR, VOL. 5, Disbursing Policy and Procedures

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (12) Req By (Pvt)

TASK: 3432.04.24 PROCESS TRAVEL VOUCHERS

CONDITION(S): Given certified travel vouchers, block of Disbursing Officer's voucher (DOV) numbers, block of treasury checks, access to EFT system, and the

references.

STANDARD(S): To meet standards of accuracy per the references.

PERFORMANCE STEPS:

1. Date DOVs for payment.
2. Input source data into check producing/EFT system.
3. Submit for audit/certification.
4. Distribute vouchers.

REFERENCE(S):

1. DOD FMR, VOL. 5, Disbursing Policy and Procedures
2. MCO P4650.37, Marine Corps Travel Instructions Manual (MCTIM)

Appendix E to
ENCLOSURE (6)

6-E-34

MCO 1510.75B

05 APR 99

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (3) Req By (Pvt)

TASK: 3432.04.25 AUDIT DISBURSING VOUCHER LOGS

CONDITION(S): Given a disbursing voucher log and the reference.

STANDARD(S): To meet standards of accuracy per the reference.

PERFORMANCE STEPS:

1. Obtain logbook from clerk.

-
2. Verify entries of voucher to assigned entries.

-
-
3. Monitor number assignments.

REFERENCE(S):

1. DOD FMR, VOL. 5, Disbursing Policy and Procedures

INITIAL TRAINING SETTING: MOJT (Standard) Sustainment (2) Req By (SSgt)